**Job Description – Deputy Manager (Social Care)**

This description gives an overview of the post, the key responsibilities and the context within which the post is offered. It is not intended to be an exhaustive statement of Terms and Conditions within NEDC.

**Purpose of role**

To oversee/maintain the care and support of service users in the Day Care Centre. In the absence of the Manager, to take responsibility for the day-to-day running of the Day Care Centre, and ensure that all Company policies and procedures, and all legal requirements, are adhered to within the defined timescales.

**Post details**

Job Title : Deputy Manager

Hours : 36 hours per week

Salary : £27,060 - £33,530 per annum pro rata

Reports to : Centre Manager

**Key responsibilities**

Responsible for all decisions regarding day-to-day management and administration in line with the centre manager and working in accordance with the stated aims of the company. Liaise with the manager to make sure there is sufficient cover to deliver all of the care and support plans on time. Source funding streams and complete funding applications. Effectively prioritise to meet deadlines. The deputy manager will ensure that NEDC is appropriately represented and working in effective partnership with key local service providers. The Deputy Manager will act as an ambassador for the organisation.

**Commitment -** NEDC is committed to providing high quality care and support designed around individual abilities, needs and choices. NEDC is committed to promoting independence and believes everyone is able to make their own individual contribution. NEDC seeks to work in partnership with all relevant parties but in particular with the individuals themselves.

**Ethos** – To provide a nurturing service, which encourages our members to develop their full potential, by recognising individual needs and celebrating strengths.

**Support Services**

NEDC provides specialised outcome focussed day care for people living with dementia as well as support for carers.

**Qualifications and Experience Required**

**Requirements**

A professional qualification in a relevant care field, e.g. Social Work, NVQ 4, Nursing or equivalent.

Previous management experience.

Experience of working with people with dementia.

IT Skills.

Budgetary and finance experience.

Good interpersonal skills and the ability to communicate effectively at all times.

**Desirable**

Experience of working with a team.

Driving licence.

**Main responsibilities**

1. **Manage and co-ordinate day-to-day activities within the service**.

* Ensure that all services are delivered within the framework of NEDC core values and in line with NEDC policies and procedures.
* Ensure that services are of a standard which meet and exceed standards set by regulatory bodies, including National Care Standards, Care Inspectorate guidelines, SSSC guidelines and contractual obligations.
* Deploy staff in a way which maximises cost efficiency whilst meeting, the demands of the people we support.
* Undertake administration tasks as required e.g. in relation to staff records, management returns, maintaining records and service user support plans etc.
* Ensure all staff members contribute to the best of their ability to the efficient running of the centre, and to the creation of an atmosphere conductive to the best interests of clients.

1. . **Ensure good practice within the service**

* Ensure that appropriate person-centred support arrangements are in place for each individual supported and reviewed, as per policy.
* Implement and monitor quality assurance strategies and documents, actively promoting a culture of continuous improvements.
* Ensure health & safety requirements are met within the service and comply with Health & Safety Legislation.
* Plan and implement service development along with the centre manager.

1. **Management of team and individuals**

* Contribute to the recruitment, appointment and induction of staff through effective use of NEDC Safer Recruitment Policy.
* Promote and support effective team working through good communication and regular team meetings.
* Adhere to, and implement, all HR policies and procedures.
* Participate in the delivery of training as agreed by the centre manager.
* Effectively identify and contribute to the learning and development activities.
* Provide coaching and mentoring to all staff.

1. **To establish and maintain effective communication**

* Develop and maintain effective communication systems within the team.
* Ensure effective representation and joint working with key agencies, families and individuals.
* Maintain effective communications with the centre manager.
* Ensure regular planning and reviews are carried out for all individuals that are supported.
* Actively participate in marketing the day care centre and promote a positive personal/professional profile in the local community ensuring good reputation of the care centre at all times.

1. **Budgetary/Financial control**

* Assist with managing, monitoring and maintaining budgets in conjunction with the centre manager.
* Prepare financial accounts to 31st March each year and liaise with the accountant.
* Prepare financial information for the board of directors for discussion at meetings.
* Monitor all financial matters relating to the service in accordance with finance policies and procedures. Contribute to the management of the budget area.
* To assist with timely completion of financial reports required by Edinburgh Council and funders.
* Source funding streams and complete funding applications and reports in a timely manner.

1. **Additional Duties**

* Deputise for the centre manager, as required.
* Work flexibly to meet the needs of the service.
* Carry out any other tasks that may be reasonably assigned to you.

**Additional Information**

All employees will be expected to apply for and maintain their Registration with the SSSC at the appropriate time, as specified by the SSSC, and to ensure they comply with the SSSC Code of Conduct.

All staff must familiarise themselves with all the Policies and the Procedures of NEDC and work within both procedural and legal frameworks including Health & Safety, Infection Control and Equal Opportunities. In particular, all staff have a duty to ensure they comply with requirements under the Protection of Vulnerable Adults and Children,

Prior to any unconditional offer of employment being made NEDC requires to have the following compliances satisfied:

* Satisfactory references
* Satisfactory check of PVG membership
* Qualifications/SSSC registration confirmed